

Town of Lunenburg



Architectural Preservation District Commission Guidelines

<<draft August 2016>>

Contents

I.	Purpose.....	4
	<i>Figure 1 - Architectural Preservation District Map</i>	<i>5</i>
II.	How to Use These Guidelines.....	7
A.	General	7
B.	Jurisdiction.....	8
C.	Resources and Application Details	8
1.	Proposed Construction, Alteration, or Demolition of Property	9
2.	Demolition by Neglect	10
D.	Application Process	11
III.	Design Review Standards	14
1.	Recommendations.....	14
2.	Approval Criteria.....	14
3.	Not allowed	15
A.	Windows and Doors	16
A.	Definitions	16
B.	Recommendations.....	17
C.	Approval Criteria/Process.....	19
D.	Not Allowable	19
B.	Sheathing and Trim.....	20
A.	Definitions	20
B.	Recommendations.....	20
C.	Approval Criteria/Process.....	21
D.	Not Allowable	21
C.	Roofing.....	22
A.	Definitions	22
B.	Recommendations.....	22
C.	Approval Criteria/Process.....	23
D.	Not Allowable	23
D.	Chimneys	24
A.	Definitions	24

B.	Recommendations.....	24
C.	Approval Criteria/Process.....	24
D.	Not Allowable	24
E.	Cellars and Foundations	25
A.	Definitions	25
B.	Recommendations.....	25
C.	Approval Criteria/Process.....	25
D.	Not Allowable	25
F.	Temporary Building	26
A.	Definitions	26
B.	Recommendations.....	26
C.	Approval Criteria/Process.....	26
D.	Not Allowable	27
IV.	Appendices	28
	Appendix A - Application Process Flow	28
	Appendix B - Application for Certificate to Alter.....	29

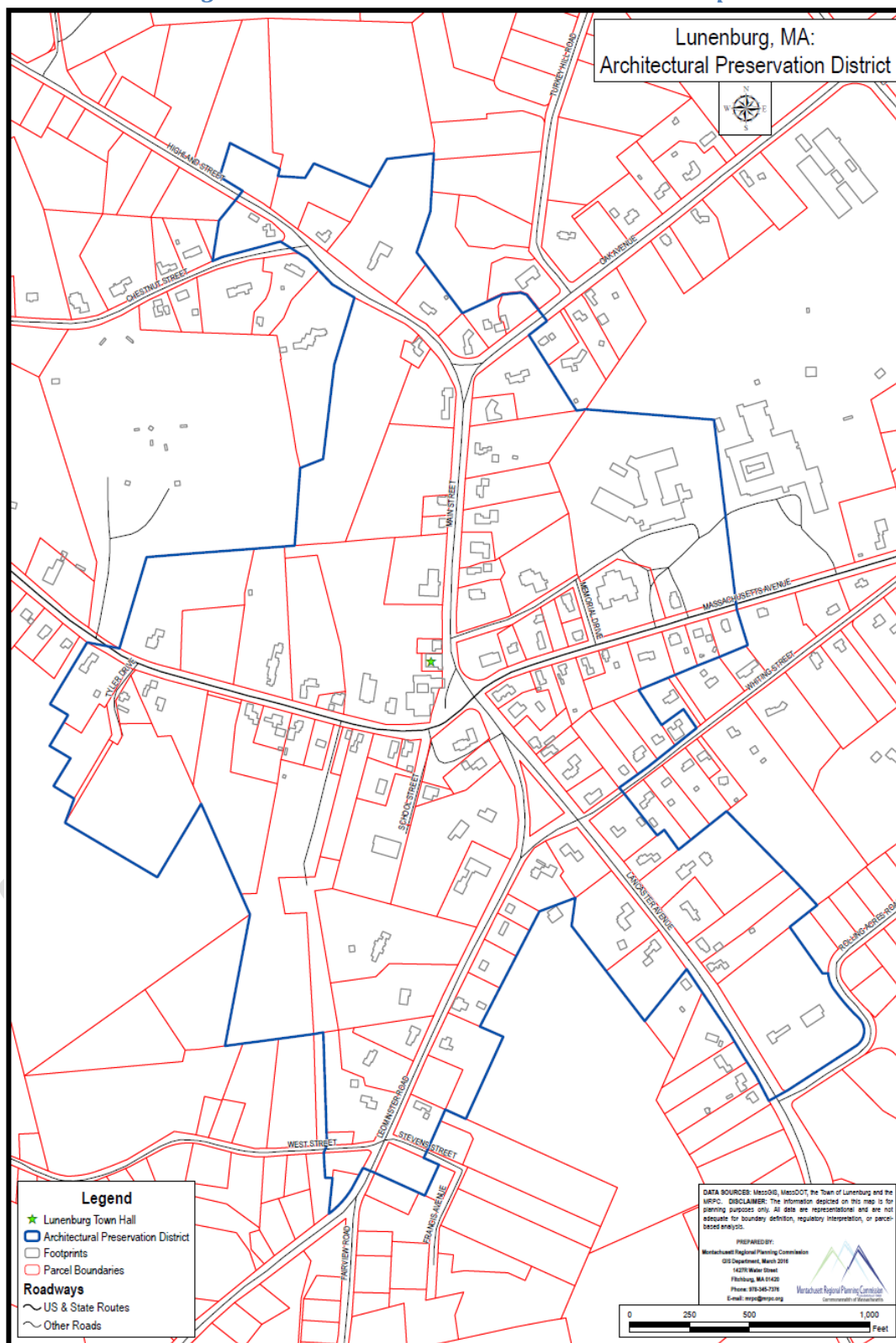
I. Purpose

The 2015 Lunenburg Town Meeting established the Architectural Preservation District Bylaw ("Bylaw") to regulate construction, demolition or renovation of existing "Contributing Property" structures as defined by the bylaw within an established bounded district ("District"). The Bylaw was introduced at Town Meeting along with the Village District Bylaw, which created an overlay zoning district to encourage mixed-use commercial and residential development. While the Village District Bylaw encourages the economic vitalization of downtown Lunenburg, the Architectural Preservation District Bylaw ensures that it will not come at the expense of the town's historical character and integrity.

The bylaw also mandated the creation of Design Guidelines ("Guidelines") to assist the Architectural Preservation District Commission ("APDC") in evaluating requests for construction, renovation and demolition of structures built before 1940 within the District.

The Guidelines are also helpful in educating the commission and the public in guiding preservation, repair, replacement, reconstruction or creation of structures in the District and throughout the whole town. The APDC is made up of citizen volunteers appointed by the Board of Selectmen ("Selectmen"). The APDC began work on definition of the Guidelines in January 2016.

The District is made up of the Village District in combination with the Historic District and is presented in Figure 1. Within the boundaries of the District are many different types of homes that date back to the late eighteenth century. The newer houses surrounding these early homes form a streetscape which highlights the importance of our town and the importance of preservation. Structures that meet the definition of "Contributing Property" within the District are protected. They cannot be demolished or change in major ways, or can new buildings be erected without the review and approval from the APDC.

Figure 1 - Architectural Preservation District Map

Lunenburg has long been a desirable home for farmers, craftsmen, and industrial magnates alike. Today, the downtown streetscape presents layers of history in the shade of majestic trees. Its arrangement of historic buildings, monuments and spaces constitute a specimen of that quickly-vanishing species known as the New England Town. Lunenburg's membership in this category is a source of pride for residents, and a standard by which they identify themselves. The historic town center is not only pleasing to the eye and a comfort to their souls, but also an assurance of future prosperity. Some nearby towns have regarded their centers as obsolete; by neglecting their historic cores, they have rendered themselves obsolete. Without the preservation of their historic centers, how are these places different from any other place? What makes them unique or desirable for businesses or residents? By discarding its heritage, a town loses that which is ultimately most valuable to it, and sadly, irreplaceable. The citizens of Lunenburg recognized this by their approval of both the Village District and the Architectural Preservation District.

II. How to Use These Guidelines

A. General

These Guidelines have been created in response to the mandate of the bylaw. They also can inform citizens of the architectural styles encountered inside or outside the District within the town of Lunenburg. The review of architectural details and styles herein is intended to raise awareness of the kinds of issues that the APDC will consider when reviewing applications. The guidelines may offer insight to owners of historic structures outside of the APDC's jurisdiction as well.

In general, when renovation or restoration of an existing building is undertaken, the more of the original structure and character that can be retained, the more valuable the building and its neighborhood will remain. The intent is to ensure that historic features of the town are preserved or restored, and are never destroyed. Changes to historic structures may either maintain the structure at its current historical quality, or improve on it, but not degrade it. Therefore, well-maintained buildings that faithfully reflect past periods will be held to the highest standard. Buildings that have already been altered before the creation of the District, and lost much of their historic character, will be held to lesser requirements.

Historical quality is based on preference for original features, use of appropriate and authentic antique features, fidelity to appropriate architectural styles, use of appropriate materials and building techniques, and the overall visual impression of the structure. Restoration of historic features is preferred to replacement. Replacement with antique components of appropriate style is preferred to replacement with new features. New features built with historically authentic materials and techniques of construction are preferred to modern substitutes. Modern substitutes that visually resemble historically accurate features are preferred to those that do not.

The APDC shall concern itself mostly with changes to historic structures that are visible from the public right-of-way. The less visible the alteration, the less strict the standards of the APDC.

Additions to existing buildings generally are more in keeping with the structure if they respect the proportions, materials and detailing of the original structure. However, nothing in these Guidelines prevents the applicant from proposing renovations that are in contrast to the original or succeeding styles of an original structure or the construction of new structures within the district that are of a different style than the surrounding structures and character of its neighborhood so long as the Design Standards set forth in Article Section 9 of the bylaw are met.

Good design, regardless of style and detailing, and the successful integration of height and proportion, relationship of structures and spaces, shape, scale, directional expression, and the integration of accessory structures are the overriding goals of the promulgation of these Guidelines. However, whether the proposed design exactly matches the styles of the original buildings, or is in contrast to the original style, a design will be judged on its overall aesthetic value, the creation of a harmonious, pleasing, well integrated design, the preservation or renovation of key architectural features of any existing construction, the relationship to adjacent structures, and the integration into the enhancement of the overall neighborhood and streetscape.

B. Jurisdiction

For the construction of all new buildings, the renovation or preservation of, and the addition to existing buildings on properties within the District, the APDC has jurisdiction for review of all proposed work. In addition, the APDC has jurisdiction over all structures deemed a "Contributing Property," as defined in the bylaw, built prior to 1940.

The APDC will review all major alterations and demolitions of historic structures within the District and will provide a determination (approval or denial).

For the demolition of any structure that is defined as a "Significant Building" by the Lunenburg Historical Commission ("LHC") which is outside the District, the LHC can impose a 180 day Demolition Delay order. For the demolition of any structure within the District that is greater than 75 years old, the APDC can impose a permanent Demolition Delay order.

The Planning Board administers the Village District, which overlaps much of the District. Sites being redeveloped for a new type of use must adhere to the standards set forth in the Village District Bylaw, and administered by the Planning Board. If the site in question contains a historic structure, the redevelopment plans must also be approved by the APDC.

If there are any questions as to the jurisdiction of which board has responsibility for review, please consult the Town Manager.

The Building Inspector monitors changes to all structures in town via his enforcement of the Massachusetts State Building Code ("MSBC"). This review applies to work within the District and outside the District, regardless of whether it is or is not subject to review by the APDC or the LHC. Please consult with the Building Inspector for further requirements on meeting the requirements of the MSBC.

C. Resources and Application Details

The APDC can act as a resource and an advisory board on Lunenburg architecture for owners planning changes to buildings or other structures within the District. This service is voluntary and provided free of charge and is highly recommended to owners concerned with protecting their buildings and maintaining streetscapes and the character of their neighborhoods.

These guidelines will be useful to you if:

1. You live in Lunenburg's Architectural Preservation District and are contemplating making changes to your home, or
2. You need information about a decision to demolish a house or part of a house that is outside the District, but within the town or Lunenburg that is more than 75 years old, or
3. You are interested in Lunenburg's historic architecture and would like to learn more.

1. Proposed Construction, Alteration, or Demolition of Property

The APDC recommends some or all of the following steps be taken to ensure a fair review of the proposed work.

At any point in this process, the APDC is available to help with an Administrative or Informal Review. Simply email the APDC with questions or to be added to our meeting agenda.

1. In addition to the use of these Design Guidelines, obtain a copy of the following documents:
 - a. APD Bylaw
 - b. APDC Flow Chart for the process in obtaining design review [Appendix A](#).
 - c. The application form for a Application for Certificate to Alter ([Appendix B](#)).
2. Determine if the property is considered a "Contributing Property" as defined in Section 2 of the bylaw.
3. Determine if there are any deeded covenants or historical easements on the property or building.
4. Using Lunenburg Historical Commission records, Assessor's Office records, land use records and court filings, determine the dates of the buildings, renovations, and additions to the property.
5. Determine the type of work that is to be performed on the property. Work generally falls into one of these categories:
 - a. Construction of a new main building on the property.
 - b. Construction of a new accessory structure on the property.
 - c. Addition to an existing structure on the property.
 - i. Determine if it is an "Addition" as defined in Section 2 of the bylaw
 - d. "Alteration" to an existing structure as defined in Section 2 of the bylaw.
 - i. Determine if it is a "Substantial Alteration" as defined in Section 2 of the bylaw.
 - e. "Demolition" of an existing structure as defined in Section 2 of the bylaw
 - i. Was the structure built prior to 1940?
6. Determine which of the following three categories of review are required based on the application:
 - a. Exempt as defined in Section 6 of the bylaw.
 - b. Alteration for which Administrative Review is recommended as defined in Section 7 of the bylaw (Alteration, Minor).
 - c. Alteration which requires APDC review as defined in Section 8 of the bylaw (Alteration, Substantial).
7. Review and confirm your finding with the Planning Department staff to ensure accuracy of your interpretations.
8. Identify styles; if there are any questions or if assistance is needed in making identifications, please feel free to contact the APDC for an informal review.
 - a. For performing construction of a new structure(s), or performing any alteration on existing structures, review sources on historic architecture and construction in order to best determine the style(s) of the existing buildings on the adjoining properties and in the neighborhood.
9. Identify and understand these key features of the Design Standards as set forth in Section 9 of the bylaw. If there are any questions or if assistance is needed in making identifications, please feel free to contact the APDC for an informal review.
 - a. Height and Proportions

- b. Relation of Structures and Spaces
 - c. Shape
 - d. Scale
 - e. Directional Expression
 - f. Integration of Garages and Accessory Buildings
10. Prepare the design of the building with the knowledge gained from the above process.
- a. If work involves restoration of an existing building, determine what style and period the work should be restored to.
 - b. If work involves renovations or addition of an existing building, determine if any of the existing styles will be followed and reused, or determine if a new style will be followed.
 - c. If the work involves demolition of any existing structures built prior to 1940,
 - i. indicate the dates of the building(s) or other structure(s).
 - ii. document the style(s) of the building(s) or other structure(s).
 - iii. document any significant architectural features of the building(s).
 - iv. provide an assessment of the condition of all components of the building(s) or other structure(s).
 - v. provide a determination if any item in the structure(s) is (are) reusable in any new construction on this property or any other properties.
 - vi. provide justification of the need for demolitions of the structure(s).
11. Request a preliminary review of the Design with the APDC, and follow the steps outlined in the Rules and Regulations and the Flow Chart for Obtaining approval of the design with a Certificate to Alter.

2. Demolition by Neglect

Definition:

Demolition by neglect is defined in section 2 of the bylaw. It describes situations in which the neglect of one aspect of maintenance could cause a “snowball effect” leading to the degradation of other aspects of the structure, and thus endanger the property as a whole. Demolition by neglect is not just the end-state of total destruction, but also the stages of neglect that mark the process leading to total destruction. The owner of a contributing property is in violation of the APD bylaw should said structure be in any stage of demolition by neglect.

Any sort of demolition of a contributing property in the APD requires the ADPC to issue a Certificate to Alter. The Design Guidelines in this document are mostly concerned with how a property owner would go about obtaining such a permit. The APDC will not issue a Certificate to Alter permitting Demolition by Neglect. Demolition by Neglect is by its very nature a situation that violates normal procedure. This section of the guidelines describes how the APDC will handle these special situations.

Recommendations:

Owners of contributing properties are also stewards of Lunenburg’s heritage, and have a responsibility to preserve these structures. The APDC recommends that property owners take due measures to preserve not

only the structure as a whole, but also to preserve original features and historic elements of the structure that would be difficult or impossible to replace or restore.

Criteria of evaluation:

Section 2 of the bylaw describes some situations that would be considered demolition by neglect. The list in Section 2 is not exhaustive. Access to disused buildings by people could lead to a fire, and must be prevented. Malfunctioning gutters, broken windows, and admittance of wildlife might also be considered violations. Peeling paint and overgrown landscaping are not considered demolition by neglect unless they somehow threaten to destroy the structure. The APDC will judiciously consider each instance, and will not resort to enforcement measures until due examination of the suspected violation has led it to believe that the nature of neglect endanger the property as a whole.

Enforcement:

The reasons for demolition by neglect vary, and the APDC must deal with each instance on a case-by-case basis. In some cases, the violation might be deliberate, with an aim to demolish the structure. In other cases, the property owners may be unconcerned, unaware, or unable to correct the violation. Assistance to the owner may be offered according to the APDC's abilities and the owners' needs. Whether or not the APDC is helpful to the property owner in violation, the board's primary concern shall be nothing more nor less than the preservation of the historical property.

It is appropriate for the board members to contact property owners who appear to be in violation. Observed instances shall be discussed at the board's regular meetings. If by majority vote the APDC finds sufficient cause to investigate the suspected violation it may request access to the property for purposes of inspection, if needed.

The APDC may invoke any and all of its powers of enforcement to ensure compliance with the bylaw, as described in section 11 of the APD bylaw. The powers include issuance by the APDC and/or Building Inspector of cease and desist orders, enforcement orders, legal action through the Town Counsel, and denial of building permits with respect to the property.

D. Application Process

The APDC recommends following the process below, which includes the optional step of conducting an Administrative Review. In many cases, an Administrative Review is sufficient to move forward with your project, which may save you considerable time and effort.

- 1) First of all, determine if your property is defined as a contributing property.
 - a. Is your property located in the District?
 - b. Is the structure affected built before 1940?
- 2) Does your project require a building permit?

-
- a. Even if your project does NOT require a building permit, your project may still be subject to APDC review and approval. For example, are you removing a stone wall or small structure? Are you adding a [Temporary Building](#)? When in doubt, contact the APDC.
 - 3) Request Administrative Review of your project with the APDC. The APDC will review your application and make any suggestions that will facilitate approval of your Application for Certificate to Alter.
 - a. Within 45 days from receiving the request for Administrative Review, the APDC will provide a finding in writing as either requiring a Binding Review (see 6a below) or a Negative Determination (see 6b and 6c below).
 - 4) Obtain and Complete your Building Permit and Application for Certificate to Alter ("Application") and submit to the Building Inspector.
 - 5) The Building Inspector will forward your Application to the APDC
 - 6) The APDC will review your Application and any supporting documentation during the regularly-scheduled meetings, which will result in one of three determinations:
 - a. The APDC determines the Contributing Property is Historically Significant and the proposed project is considered either a Demolition or a Substantial Alteration.
 - i. The APDC will notify you that a Binding Review (as defined in Section 8 of the Bylaw) is required.
 - ii. A public hearing will be held on the Application and the hearing will be noticed in the Lunenburg Ledger a minimum of 14 days in advance of the hearing and a maximum of 45 days from the date the Application was submitted.
 - iii. The APDC will conduct the hearing and vote on the project with the prevailing side receiving a simple majority of the APDC member votes.
 1. If the majority votes to approve the Application, a Certificate to Alter, along with any conditions, will be issued within 20 days of the vote;
 - a. The APDC will provide their approval to you and the Building Inspector
 - b. The APDC reserves the right to periodically review the work for compliance.
 2. If the majority votes to deny the Application, a Negative Determination will be issued within 20 days of the vote, providing rationale for the denial along with suggestions for modifications the APDC would find acceptable.
 - a. You may decide to modify your Application and resubmit to the APDC for approval;
 - b. You may decide to appeal the ruling of the APDC in accordance with the General Laws
 - b. The APDC determines the Contributing Property is Historically Significant and the proposed project is considered a Minor Alteration
 - i. The APDC determines that a Binding Review is not required
 - ii. The APDC will vote on the project with the prevailing side receiving a simple majority of the APDC member votes
 1. If the majority votes to approve the Application, a Certificate to Alter, along with any conditions, will be issued within 20 days of the vote;

- a. The APDC will provide their approval to you and the Building Inspector
 - b. The APDC reserves the right to periodically review the work for compliance.
- 2. If the majority votes to deny the Application, you will need to go to Binding Review.
- c. The APDC determines the Contributing Property is neither Historically Significant or the project is not subject to APDC review
 - i. The APDC determines that neither a Binding Review or Administrative Review are required for the project
 - 1. The APDC issues a Negative Determination that the project is not under APDC jurisdiction and notifies both you and the Building Inspector.

DRAFT

III. Design Review Standards

As previously outlined, the APDC shall consider the standards described in Section 9 of the Bylaws. In addition, the APDC will use the following in determining whether to approve a Certificate to Alter.

1. Recommendations

The APDC always recommends that properties be preserved and/or restored to their original state, so that they reflect the style and period in which they were constructed in an accurate and authentic way.

Preservation and restoration of original features is strongly recommended. In cases where this is not possible, and parts of a building must be replaced, the APDC recommends the use of antique components salvaged from another part of the property, or from a different property, and which are appropriate to the property's historical style. As an alternative to antique components, the APDC also endorses the use of historically authentic materials and methods of construction, to incorporate historically-accurate replica components. If a structure is to have features that are neither original, nor antique nor authentic, the APDC recommends that at a minimum, the features should appear historically appropriate to the casual observer. These recommendations are intended to preserve and enhance structures' historical value.

2. Approval Criteria

Proposed alterations which preserve, restore or enhance a property's historical value are encouraged by the APDC, and will be reviewed based on how closely the proposal follows the APDC's recommended guidelines. Alterations that run contrary to the APDC's recommendations, and do not enhance the historic character of the property, may still be permitted depending on the following:

- (a) **Current Historical Integrity:** When reviewing an alteration, the APDC will consider the structure's current state of historical preservation. Structures that are currently in a good state of preservation, and accurately represent the period(s) and style(s) in which they were constructed will be held to higher standard. Regardless of their market value, these structures are of high historical value. For these properties, the APDC will closely scrutinize any departure from historical accuracy, and will insist that alterations conform to the APDC's recommendations. The APDC will take a more liberal attitude to proposed alterations to contributing properties that are currently in a poor state of preservation, or that no longer accurately reflect the historical period(s) or style(s) in which they were built.
- (b) **Visibility:** The APDC is primarily concerned with alterations to properties that are visible from the public right-of-way. Non-recommended proposals that affect the facade of a building are most likely to be rejected. Alterations to the side or rear of a property, and/or that have less of a visual impact are of less concern to the APDC.
- (c) **Historical Significance:** Structures that have been home to notable historical people, or that have played an important part in the history of Lunenburg are of special concern to the APDC. These properties still have historical value even if their state of preservation and historical integrity have been compromised. The commission will hold these properties to an especially high standard, and may deny certificates to alter for proposals that deviate from the APDC's recommendations. Demolition of such structures will normally not be permitted.
- (d) **Aesthetic Harmony:** The APDC may approve alterations that depart from the property's historical character so long as the construction is of good quality and the design is tasteful. Modern styles of architecture may be added to historic structures, but these additions must clearly reflect their own contemporary style without clashing with the original structure or diminishing its historical value. The alterations must also harmonize with the character and setting of surrounding historical structures. In these cases, the APDC will consider whether or not the alteration will enhance the beauty of the building and prestige of the town.

3. **Not allowable**

Alterations must at a minimum hold the property's current historical value. Historical "down-grades" are not allowed. The APDC will assess the property's current historical value and determine if the proposed alteration maintains or enhances its historical value. Important historical features that are original, antique or authentic may not be destroyed or obscured. Proposals that will diminish the historical value will be rejected.

Certain proposed alterations may fail in their attempt to harmonize with the property's historic character. Inappropriate, naive, or phony imitations of historical style are often far worse than alterations in modern style. Such proposals will be rejected.

A. Windows and Doors

A. Definitions

Transom window: A window set above a door, usually consisting of fixed panes.

Brick Mold: Wooden molding used to cover the gap between masonry and the framing of a window or door at the head and jambs.

Casement Window: An operating window hinged on one side which swings either in or out.

Clerestory: a series of windows placed high on a wall.

Dormer: a structure with its own roof on top of a main roof containing a window or windows. It usually forms the continuation of an interior upper portion of wall.

Fenestration: same as a window.

Fan Window: a type of transom window where the panes are arranged in a fan shape.

Bay Window: a projecting window with at least three sides, facing different directions. They may be supported at the base by corbels (as in an oriel window), or the footprint of the protrusion may extend to the ground and/or upwards to matching bay windows on the upper stories. They are most appropriate for Victorian-style buildings.

Mullion: a non-load-bearing vertical divider between windows or portions of a window.

Muntin: the dividers that separate and support the individual panes of a multi-paned window.

Shutter dog: a device that holds a shutter in the fully open position

Bay: a section of a building's facade that may contain a window or door on each story. For example, a house with five bays would typically have a front door in the center bay, and a window in each of the two bays to either side of the door; the second floor would have a window in each bay directly above the window or door on the first floor. The spacing and symmetry of bays enforce the regular appearance of the building and reflect the layout of the interior rooms.

Fixed louver shutter: a cover consisting of slats set at a 45-degree angle, which pivots on the vertical axis to cover a window or door.

Sash: a frame of stiles and rails in which the panes or "lights" of a window are set. Sashes are often movable components of a window.

“Six over Six”, etc.: a phrase used to describe the arrangement and number of panes in a double-hung sliding-sash window, meaning “six panes in the upper sash and six in the lower one”. Such formulae are often noted as hallmarks of particular periods and styles of architecture.

Double-hung sliding-sash: a window typical of historic buildings in New England, consisting of two sashes: one set in the frame slightly in front of the other, so that they are able to slide past each other, allowing the window to slide open from the top or bottom. The sashes are usually suspended by chords slung over pulleys and attached to counterweights set in boxes on either side of the window frame. The overall dimensions are usually almost twice as tall as wide. Small, individual panes of glass are traditionally held in place with dividing wooden muntins.

Window Surround: the portion of a window frame visible on the exterior of the house, that may serve structural and/or decorative purposes. The surround includes molding, trim, crowns, pediments and aprons.

Lunette Window: a half-moon-shaped window typical of Greek Revival period architecture, often set in a pediment, gable-end or above a doorway.

Frieze: a horizontal band which is often decorated and set above a doorway or near the top of a wall, supporting a deeply molded cornice.

Side-lights: usually fixed windows flanking a door or central window.

Pilaster: a feature resembling a column, which however is not free-standing, but instead incorporated into a wall.

B. Recommendations

The construction of original doors include important historical details: such as the arrangement of panels, the type of glass used in the transoms, the inclusion of side-lights, and the possible inclusion of friezes, cornices, pediments or other decorative elements. The APDC requires that all such details be preserved.

New windows and doors may be installed in places that formerly had no windows, including new additions to a contributing property. These windows shall match the historical standards of the existing windows and doors on the rest of the building as far as originality (windows removed from another part of the building may be reused in a new location), antiquity, authenticity of materials and construction, and stylistic accuracy.

Energy efficiency:

When considering an alteration, property owners are rightly concerned with heat loss and energy conservation. To improve the energy efficiency of historically-valuable windows and doors, the APDC

recommends installation of interior features that do not alter or obscure the antique doors and fenestrations. Atria and mud rooms are useful and energy-saving features inside of doors, and removable frames are easily fitted inside interior window jams to improve the insulation of old windows.

If windows must be replaced, it is also possible to install new, double-paned windows that are made of wood and crafted in a similar way to antique windows.

Sliding glass doors:

Sliding glass doors, and glassed-in porches are simply not historical, and the APDC recommends that these features be used in areas of the property that are not visible from the public right-of-way.

Green Houses:

Green Houses were built in Victorian times, and a Victorian-style green house could possibly be successfully integrated with a Victorian-period structure, or an older structure that might have been altered in Victorian times. For modern-style greenhouses, see recommendations for sliding glass doors.

Commercial Front windows and doors:

Many properties in the APD lie within the Lunenburg Village District, which allows redevelopment of properties for mixed commercial use. Store front doors, windows and display case windows present special difficulties. Such features have existed in historical times, and may be replicated and added to a contributing structure of matching architectural style.

Store front windows constructed in contemporary style must somehow be successfully integrated into the whole property without lessening its historical value. The necessarily large size and proportions of such features should somehow harmonize with the historic windows and doors of the property. For well-preserved dwellings of high historical value, the APDC recommends such alterations be avoided entirely.

Shutters:

Wooden shutters with fixed louvers are a common sight in New England. They became very popular in the late Victorian period, and have remained a common feature ever since. S-shaped "Shutter Dogs" became popular in the 1920's and 30's and have historical value of their own. Older houses that originally were constructed without shutters may have had them added in historical times. So even if shutters are not original to a building, they may remain a historical enhancement. Shutters add depth and contrast to the otherwise rigid facade of many buildings, and please the eyes of New Englanders.

Shutters should be made of painted or stained wood. Even if they are not operable, they should be constructed of dimensions appropriate to the window or door they would cover so that, were they in fact operable, they would cover the window or door. They should be mounted on hinges, and not fixed flat against the facade of the building. The hinges should hold the edge away from the building while the shutter is open: allowing for the width of the shutter when it is closed flush. Finally, the louvers should be oriented so that, were the shutter is closed, water would be shed away from the building. As with windows,

the APDC recommends that shutters be (as much as possible) original, antique, historically authentic in materials and methods of construction, and appropriate to the architectural style of the building.

C. Approval Criteria/Process

Windows and doors that are not original or antique may be replaced with modern ones, though the APDC encourages building owners to restore contributing properties with antique and historically authentic elements. Modern windows and doors built with methods and materials appropriate to the historic period of the building may not be replaced with ones of inappropriate methods or materials. For example, a modern wooden-framed window with divided panes may not be replaced by a vinyl-framed one with undivided panes.

Windows and doors with no historical antiquity or authenticity may be removed or replaced. However, such windows must appear to the casual observer to match the historical style of the building, even if the window being replaced did not. In many cases, this means it must be a double-sliding-sash window with functional or faux muntins to divide the sashes into “six over six” lights or some similar arrangement. For example, if a bay-window or horizontal sliding window had been added to a contributing property, and these do not match the historical style of the building, they may not be replaced with similar windows, nor may more be added. They may only be replaced with windows that at least resemble ones of appropriate style.

The arrangement of windows and doors on a building should reflect the overall structure of the building, and must not violate the symmetry and pattern established by the number and arrangement of bays (see glossary).

D. Not Allowable

The APDC may withhold a Certificate to Alter if significant changes to the design fail to maintain the historical style and character of the building.

B. Sheathing and Trim

Decorative elements such as window moldings, doorway pediments, frames, pilasters, cornice trim, type of shingle or siding, as well as shutters can be informative in terms of era when a structure was constructed, or of a time in a structure's history when items may have been altered. Trim elements began as simple, utilitarian applications in First Period structures and eventually became increasingly ornate, particularly throughout the various styles of the Victorian era.

Battered or rotted trim elements can surprisingly be resurrected with some tenacity. Trim elements that have witnessed the ages may not have the same smooth character as when they were new, but carefully tended, they can add a level of patina and value to the structure.

A. Definitions

None

B. Recommendations

1. Clapboard siding is one architectural component that tends to get replaced most often due to its exposure. In First Period structures, where clapboards were applied to the wide pine substrates, their spacing tended to be tighter (2 1/2" to 3 1/2" to the weather) as a means of preserving the wood longer. Through the Georgian and Federal periods, clapboards tended to be applied with 4" exposure. The spacing of clapboards can offer a scaling element to the overall facade.

In flush boarding as seen in Federal, Greek Revival, or Italianate houses, the boards vary in width according to the proportion of the structure. When replacement is required, replicate the original materials and dimensions. Shingles of the Queen Anne and Stick Styles come in a variety of decorative shapes, such as diamond, hexagonal, and scallop patterns. These must be replicated should replacement be required.

Modern replacement, materials other than wood, in the original size and shape, must be approved by the APDC.

2. Sheathing and trim brick, stone, stucco, brick and stone structures, and decorative elements, in spite of the permanence and durability of materials, require maintenance. Contributing properties built of structural brick and stone and properties with brick and stone veneer must be maintained in their original condition. Brick and stone work may not be painted. Brick and stone need to breathe. Painting these natural materials can suffocate them, trapping moisture and leading to deterioration. Dirty brick and stone can be cleaned with a detergent and a stiff brush. Brick and softer stones should never be sandblasted. Blasting removes the hard, outer surface of the brick leading to deterioration. Painted brickwork can be stripped to reveal its natural surface.

Pointing of mortar joints should be done matching the original jointing style, matching tooling, and mortar color. Modern mortars may be used and samples made with natural pigments to approximate the present color of the mortar. Lime mortar with pigment in it is also available on the market and is a good choice in maintenance and restoration of joints and stucco.

Deteriorated brick or stone should be replaced with matching material of similar age or a modern replica made for restoration purposes.

Stucco repairs should match existing in color and texture. Proper repairs of brick, stone, and stucco should blend in with the existing work. A repair that stands out is a poor repair.

C. Approval Criteria/Process

None

D. Not Allowable

The APDC may withhold a Certificate to Alter if significant changes to the design fail to maintain the historical style and character of the building, including:

1. Painting of brick;
2. Sandblasting of brick and/or softer stone;
3. Poorly made repairs;
4. Covering brick or stone with stucco;

C. Roofing

Much like clapboard sheathing, roofs typically bear the brunt of nature's elements and eventually succumb to the test of time. Early structures were sometimes thatched, but this gave way to hand hewn shakes of oak, cedar or pine. Wooden shakes were used throughout the Georgian, Federal and Victorian eras, with increasingly wider use of slate over time. In later post-Civil War Victorian structures, polychrome slate roofs became a feature of the era. Asphalt shingles came into development and wider use in the early 20th Century, and remain perhaps the most used roofing material for domestic-scale buildings.

A. Definitions

Cross-Gable: The front and rear facing gables at right angles to the main axis on an end-gabled structure.

Dormer: A structure with its own roof on top of a main roof containing a window or windows. It usually forms the continuation of an interior upper portion wall.

Eave: The lower edge of a roof that extends beyond the side wall.

Eyebrow Dormer: A small arched dormer having no side walls and its roof curves to follow the arch of the window.

Gable: A vertical wall with a triangular top that forms the end of a pitched roof.

Gambrel Roof: A ridged roof having two slopes on each side where the lower slope is steeper than the upper.

Hipped Roof: A roof with four sloped sides starting at the same level.

Mansard Roof: A roof that has two slopes on all four sides. The lower sloped can be curved, but the upper portion almost always has a much shallower pitch close to the horizontal.

Parapet: The extension of a wood or masonry wall above a roof line.

Rafter: A sloping roof beam.

Rake: The slope or pitch of the gable end of a roof or rafter.

B. Recommendations

Roof types and pitches are a significant feature of any structure. When considering an addition, new adjoining or adjacent roofs should be of the same style and pitch, or otherwise harmonize with the roof of the principal structure.

Given the inevitability of roof replacement, an array of modern materials are both valid and widely available. The APDC recommends keeping color and style consistent with the historical nature of the structure.

C. Approval Criteria/Process

With any reconstruction or addition to the existing roof, the APDC shall consider the following standards described in Section 9 of the Bylaws:

1. Height and Proportions - the height, proportions and relationship of height to width should be compatible with the architectural style and character of the building structure.
2. Relation of Structures and spaces -- the relation of a structure to the open space between it and adjoining structures should be compatible with such relationships in the District.
3. Shape - The shape of roof should be compatible with the architectural style and character of the building.

D. Not Allowable

The APDC may withhold a Certificate to Alter if significant changes to the roof design fail to maintain the historical style and character of the building.

D. Chimneys

Chimneys were essential as vents for heating and cooking in historic homes and were made in different shapes and sizes. Colonial and Victorian chimneys could be quite ornate. They were made of brick and stone to stand against the weather. Carefully designed and skillfully constructed, they may stand and be useful for hundreds of years when properly maintained.

A. Definitions

None

B. Recommendations

Brick, stone, and stucco chimneys should be maintained in original condition. Pointing and replacement materials should match the existing in color, size, texture and style. Quality of materials should also be taken into consideration. Rotten chimneys should be dismantled and rebuilt, preferably with the original material, not pointed.

C. Approval Criteria/Process

None

D. Not Allowable

The APDC may withhold a Certificate to Alter if proposed changes to chimneys include:

1. Permanent removal of chimneys;
2. Repair of chimney flashing with tar;
3. Covering of brick or stone with stucco or other materials.

E. Cellars and Foundations

Likely the most important part of any building historic or not, starts with the foundation or Cellar. Most cellars and foundations of historic buildings in the town of Lunenburg were originally hand dug with the walls being hand built. The wall materials were mainly constructed with use of surrounding field stone, or locally fabricated brick. The top portion of the walls where the sills of the structure would rest were topped with leveling material such as brick or granite.

This type of foundation construction is very time consuming and costly for current building techniques, and is very rarely used today.

A. Definitions

None

B. Recommendations

When renovating or restoring an historic property, it is encouraged to maintain or refurbish current foundations/cellars when possible. These walls when renovated or maintained have a unique and appealing look. However, most important is to maintain or install a strong foundation, such that the current building historic or not, remains around for generations to enjoy.

Maintaining a strong foundation and dry cellar is accomplished by keeping water away from foundation walls. This is done by sloping the grade away from walls, adding gutters with down spouts moving water away during rain storms. Another good practice is to keep vegetation back away from the structure so that air can circulate and keep the soil dry.

C. Approval Criteria/Process

None

D. Not Allowable

None

F. Temporary Building

Temporary buildings are a type of building as defined by the APD bylaw. Section 6a. of the Bylaw exempts temporary buildings from the rules set forth in the APD bylaw, subject to time and size limitations here described. The purpose of this section is to explain what a temporary building is, and under what situations it is exempt from the APD bylaw according to section 6a.

A. Definitions

Temporary building include but are not limited to tents, tepee's, yurts, "tumble-weed houses", portable toilets, performance stages, construction trailers, trailer homes, mobile homes, sheds, cold-frames, greenhouses, recreational vehicles, busses, campers and trailers.

Buildings set on foundations that incorporate more than 7 cubic feet of concrete or mortar, or on posts or pylons set more than 18 inches below grade, or that are connected to the land by sewer, septic system, permanent plumbing, or permanent electrical wiring are not considered temporary, and are therefore not exempt under section 6a.

B. Recommendations

None

C. Approval Criteria/Process

1. Temporary buildings that are not easily visible from the public right-of-way, or that do not stand in any relation to historic structures shall remain exempt from the requirements of the APD bylaw.
2. Vehicles that act as buildings, rest on wheels, and that can move under their own power may be parked on a paved or unpaved section of road or driveway indefinitely, and shall remain exempt from the requirements of the APD bylaw so long as they are not parked so as to obstruct the street-facing facade of a historic building.
3. Building-like vehicles that rest on their own wheels and move under their own power may be parked on land that is not cleared or graded for use by motor-vehicles for no more than ninety (90) days a year, and for a periods not longer than thirty (30) days.
4. Temporary buildings that fail to meet the above requirements may still be placed or erected in relation to historic structures and remain exempt from APD rules according to the following limitations:
 - a. Temporary buildings over 200 sq ft in floor area, or standing taller than 10 feet may be placed or erected in a position that blocks the facade of a historic building for not more than seven (7) days.
 - b. Temporary buildings less than twenty (20) feet tall or with and area less than 2,000 sq ft may be placed or erected in relation to historic structures for not more than ninety (90) days a year, and for periods not longer than thirty (30) days.

Extension of exempt status:

If a temporary building does not meet the requirements described above, the person(s) responsible for said building may request an extension of exemption. The request may be submitted in writing by mail, electronically, or in person at a scheduled meeting of the APDC. The APDC shall reply to the request within thirty (30) days. The reply shall be remitted to the applicant and also to be filed with the county clerk. At its

own discretion, the APDC may deny the request, or grant an extension of exemption by extending time limits, extending allowed dimensions, or waiving any of the guidelines listed above. The APDC shall grant time extensions for not more than one year. The APDC is only authorized to grant extensions of exemption to those structures that already meet the definition of temporary building.

Procedure and Authority:

The APDC shall be responsible for determining if a structure fits the definition of a building, whether or not the building is temporary, and whether or not a temporary building meets the requirements for exemption described in the guidelines above.

D. Not Allowable

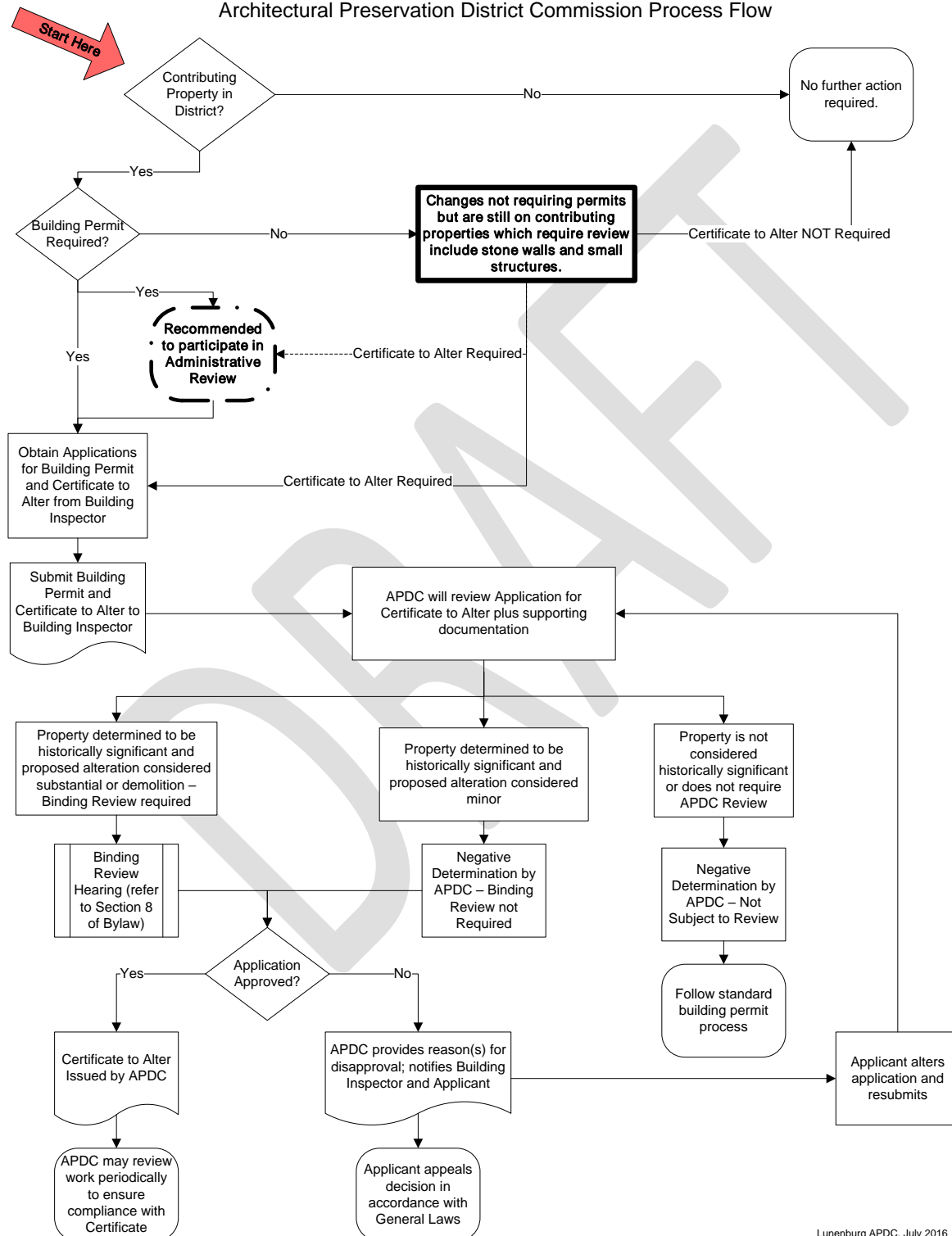
1. Temporary buildings outside the guidelines above.

IV. Appendices

Appendix A - Application Process Flow

Town of Lunenburg

Architectural Preservation District Commission Process Flow



Lunenburg APDC, July 2016

Appendix B - Application for Certificate to Alter

~~Application for Certificate to Alter~~

LUNENBURG ARTCITECHURAL PRESERVATION DISTRICT COMMISSION

ACKNOWLEDGEMENT OF RESPONSIBILITY

A complete application shall include all pertinent detailed information related to the current and proposed alteration. This should include a clear concise description of the proposed change(s), with supporting information, such as pictures, drawings, elevations, plot plan, and material samples, which will help the APDC members to clearly understand the alteration details. If granted approval for alteration, you agree to adhere with all the conditions of the Lunenburg APDC.

Please forward this form to the Building Department and APDC.

Name _____ Phone _____

Address _____

Location of Property _____

What change would you like to make? _____

Please attach additional supporting information

Signature _____ Date _____

It is highly recommended to contact the APDC for a non-binding Administrative Review prior to filling out this form.

FOR OFFICIAL USE ONLY

Application Received By _____

Certificate No _____ Date Received _____

Approved / Disapproved Date _____ By: _____

